



# Montpelier Primary School

## **Lettings Policy**

Montpelier Primary School is part of the Greenshaw Learning Trust.  
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

**Montpelier Primary School  
Lettings Policy**

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## **Part A:**

### **1.1 Application**

This Attendance Policy applies to Montpelier Primary School, and all governors and staff of the school must abide by this policy which has been adopted in accordance with and pursuant to the Student Welfare Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the CEO and/or Board of Trustees. If there is any question or doubt about the interpretation or implementation of this Publication Scheme, the Headteacher should be consulted.

### **1.2 Approval and review**

Maintenance of this Policy is the responsibility of the School Lettings Policy.

This Policy was approved by the Governing Body: [GB meeting 5 \(May 2022\)](#).

This Policy is due for review by: [May 2023](#).

### **1.3 Terminology**

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school within the Greenshaw Learning Trust.
- Headteacher means the headteacher or principal of the school.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Governors and Trustees includes governors, Trustees, non-governor members of Trust Committees and members of the Trust Panel.
- Governing body (GB) means the committee of the Board of Trustees to which Trustees have delegated appropriate powers and functions relating to the governance of the school.
- GLT Data Protection Officer means Judicium Consulting Ltd.
- School Data Protection Lead means the point of contact for data protection matters for staff, pupils and parents within the school
- In this policy references to the Greenshaw Learning Trust will be read as including the Greenshaw Learning Trust shared service and all schools in the Greenshaw Learning Trust.

### **1.4 Responsible Person/Responsibilities**

### **1.5 Associated Policies and Procedures**

The following school policies and procedures are an integral part of this Lettings Policy:

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## Part B

### Objectives:

The governors recognise the principles that:

- School premises represent a significant capital investment and should be fully utilised,
- School premises are a valuable community resource,
- Educational usage of education premises constitutes a natural priority,
- A profit margin would be welcome when derived from private or commercial usage but is not the objective when facilitating educational activity by designated users,
- A minimal profit margin is achieved when facilitating community activities by designated users.

### Priority Usage:

The governors have adopted the following priority usage;

#### 1) Statutory Users

- Usage laid down by statute will not be frequent but must be accommodated, at a rate to recover costs. The charging of a rent is prohibited by law.

#### 2) Designated Users

- These will have priority of access except where a clash with statutory usage cannot be avoided. They will be charged a fee which allows governors to recover marginally more than the cost of providing the facilities.

#### 3) Private Users

### Applications for Designated Status

The Local Governing Body has delegated its power to determine designated status to the Headteacher who will exercise discretion on its behalf and determine applications. The outcome of any future decisions will be a matter to report to the governing body each term. The Headteacher will arrange for a list of approved organisations to be maintained. The Headteacher may, at his/her discretion, refer sensitive applications to the full governing body.

### Charging:

- A. **Statutory Users** – Minimum necessary to recover costs.
- B. **Designated Users** – The governors have decided that there will be three categories of designated user. These are:

#### 1. Community Education programmed activities;

*Any adult education programmes supported by the Local Authority, partner voluntary organisations, and the Further Education Funding Council; programmes of youth work sponsored by the Council and partner voluntary organisations; Council sponsored community work; Community Education staff meetings; Community Education staff training courses.*

## **2. Other community activities;**

*Approved playgroups and recognised play schemes; the Duke of Edinburgh's Award scheme; non-profit making sports courses for school-age children; other local groups which the governors consider fall into this category.*

## **3. Other LA or MAT activities;**

Usage by the Local Authority or Multi Academy Trust for purposes other than those already specified above.

- C. **Private Users** – The governors have decided that for the purpose of charging there will be one category of private user. Those who are not Statutory or Designated users will be charged as Private Users.

## **Conditions of Hire**

The governors have adopted standard conditions of hire for primary academies as set out below.

### **Administration of Lettings**

#### **General**

The governors recognise that it would be impossible for them personally to vet every applicant or organisation who wish to make use of the school premises. Accordingly, they have delegated the authority to **accept** application for hire to the following persons;

Headteacher or Deputy Headteacher.

Actual authorisation of usage to be by Headteacher or Deputy Headteacher signature on relevant application form only.

#### **Variations**

No member of staff is allowed to vary the terms and conditions under which the school premises are hired to either individuals or organisations nor to deviate from the governors' published charging policy.

#### **Lettings Documentation**

All formal hiring of the school premises, including those for which no charge is made, will be properly documented. All hirers must complete a lettings hire agreement and should receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

#### **Scale of Charges**

In arriving at their scale of charges the governors have followed the principles set out below:

- Statutory users will be charged on a cost recovery basis.
- Designated users will be charged marginally more than cost.
- Private users will be charged at cost plus an enhanced income margin for the school.
- There will be parity of treatment for similar users.
- The overall cost of letting school facilities will be recovered from users.

For the purpose of charging hirers, the Headteacher and Business Manager are empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged. The Scale of Charges forms Appendix II to this policy statement.

### **Value Added Tax**

The governors are constrained by law to apply Value Added Tax to all transactions where this is appropriate.

### **Minimum charges and deposits.**

The minimum hire period will be one hour.

The governors reserve the right to require a refundable deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

### **Cancellations**

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting.

### **Payment methods**

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore, payment at the time of booking for one-off lettings is the norm. Cheques or cash are both acceptable but cheques should, wherever possible, be supported by a guarantee card. In all cases, where cash or cheques are paid over, then an official receipt must be issued. Billing will be carried out on a monthly basis.

### **Extension of Credit**

Where credit is extended, for recurring lets, an official ISP invoice will be issued. The governors will allow this extension of credit to bona fide local organisations and individuals where they are satisfied that these are credit worthy. In all cases, the governors reserve the right to withdraw credit facilities where prompt payment is not received. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The governors have chosen to delegate the approval of credit facilities to the Headteacher and Deputy Headteacher who will maintain a list for the guidance of administrative staff. In all cases, where credit is advanced, the invoice is to be raised at least monthly, and within seven days of the last let.

### **Security**

The governors will not normally insist upon continuous caretaking presence. However, they reserve the right and have delegated power to the Headteacher to insist upon caretaking presence where, in his/her view, the nature of the hiring may leave the school vulnerable to theft or damage.

### **Insurance**

A copy of the hirer's Public Liability Insurance will be required prior to authorisation of the letting.

### **Review of Policy**

The governors will review the policy each year in the month of April (or in the closest meeting thereafter) in line with The Financial Policy Statement. The scale of hire charges for the forthcoming year will also be reviewed and updated.

**Lettings Scale of Charges from 1 May 2022 (previously increased Sept. 2018)**

**Statutory Users**, on a cost recovery basis.

One / a combination / all of:

Security	£15.00	per let
Services	£ 8.00	per let
Caretaking	£18.50	per let - during school time
	£30.50	per hr – out of school hrs.

	<b>Hourly Rate Mon – Sat 6 am – 10.30 pm</b>	<b>Hourly Rate Sunday or Bank Holiday</b>
Cleaning	£15.00	£30.50
Caretaking	£15.00	£30.50
Emergencies	£15.00	£30.50
Security	£18.50	£30.50

<b>Area</b>	<b>Designated User – per hr.</b>	<b>Private User – per hr.</b>
KS1 Hall	£10.50	£12.50
KS2 Hall	£10.50	£12.50
Community Hall	£8.00	£10.50
KS2 Dining Hall	£8.00	£10.50
Classroom	£7.00	£8.00
KS1 Lobby	£8.00	£10.50
When hired with any of above:		
Kitchen	£7.00 per let	£8.00 per let
KS1 Lobby	£8.00 per let	£10.50 per let
Toilets	£7.00 per let	£8.00 per let
Playground	£7.00 per let	£8.00 per let
Security	£18.50 per let	£30.50

## **Additional Information**

No charges will be made for PTFA meetings.

No use of canteen equipment but use of Kitchen area is possible (unless Kitchen Manager is in attendance).

Use of Halls (if available) during normal school opening hours at £11.00 per hour.

Computers and other School equipment are not available for hire.

Any other occasional hire at discretion of Headteacher.